

Job description

Pollokshields Burgh Hall is an A-listed building on the edge of Maxwell Park. It is an award-winning wedding and event venue and also plays host to community groups. The Trust that manages the venue is looking for 2 caretakers to join the small team of part time staff that operate the business. You will take pride in your work and in the building, have great customer service skills and work toward our aim of ensuring our clients and their guests have a memorable event, you will make sure that building is kept clean and safe for guests, liaise with contractors and be able to carry out minor DIY works. There is a requirement to move furniture so you should be physically fit. To be responsible for the security of the building, its protection and the safety of its users. To carry out repairs and maintenance tasks, cleaning tasks, and DIY duties in order to ensure the building and grounds provide a safe environment for users of Pollokshields Burgh Halls.

MAIN AREAS OF RESPONSIBILITY

- ❖ Security of the buildings and grounds.
- ❖ Adhering to the company's safety policies to create a safe working environment for everyone
- ❖ Liaise with contractors and ensure they operate in a safe and compliant manner especially in regards to the fire plan and the building conservation plan.
- ❖ Keeping the whole site safe and accessible – e.g. clearing branches/leaves from pathways, and cleaning of stairs in adverse weather conditions to avoid slips/falls.
- ❖ Opening and locking up as required, ensure all doors and windows are secured.
- ❖ Duties include movement of furniture and equipment, including chairs and tables for events.
- ❖ Cleaning of designated areas of the building and grounds according to Daily Operating Plan. Emptying bins at the end of an event.
- ❖ Monitor CCTV during events.
- ❖ Handyperson duties which include minor repairs to furniture and fixtures, dealing with plumbing issues, minor decorating tasks, ground maintenance including cutting of grass and leave clearance.
- ❖ Ensuing all lights are working and replacing bulbs if necessary, reporting any defects to management and requesting supplies to enable repair.
- ❖ Monitoring supplies of cleaning materials and consumables, reordering through office as required
- ❖ Complete report at the end of shift.
- ❖ Any such other duties which may arise from the use of the premises
- ❖ Ensure that the highest standards of health and safety are maintained at all times.

Attributes

- ❖ Be reliable and practical
- ❖ Have great customer service skills
- ❖ Follow health and safety regulations
- ❖ Be friendly and welcoming
- ❖ DIY Skills would be an advantage
- ❖ Communicate effectively in both verbal and written format
- ❖ Liaise with other staff and suppliers
- ❖ Be cognisant of the A-Listed status of the building and its construction and design
- ❖ Be aware of fire regulations
- ❖ Make minor repairs and maintain equipment
- ❖ Resident in proximity to Halls would be an advantage.

Job Types: Part-time, 0 Hour Contract

Do you sound like an ideal candidate? Send your CV today to office@pbhalls.co.uk.

Salary: Up to £10.00 per hour